Incoming Student guidelines for application form and Learning Agreement
This short guide addresses incoming students and allows them to be inserted into the University's management system and enables them to carry out the activities planned during their mobility period. The main functions are:

1) Student registration to obtain access credentials
2) Creation of the mobility event
3) Entering the Learning Agreement

Below are the steps of the flow for students not transiting through EWP.

**Student Registration**

**PLEASE NOTE:** Students must be nominated by their home Institution through EWP platform. Please ask your University if this functionality is active on their platform. If you have filled in your LA on the Dashboard (OLA system), it means that your University is connected.

Only in case the University is not connected with the platform follow these guidelines.

The student may register on the student portal https://studenti.unitus.it/Login?ReturnUrl=%2f just like any other Italian student- The only difference being that he or she must select the checkbox indicating that he or she is a foreign student without a tax code and the checkbox indicating that he or she is a student arriving at the university in mobility.

![Registration Form](image)

After filling in the fields, accept the privacy policy and select **PROCEDI**.

At the end of the process, a screen appears indicating that a confirmation email has been sent with the login credentials.

You have to access the email and click on the proposed link in order to log in to the system for the first time; after that, you can access the student portal.

After registration, the Mobility Office will enable the student to fill in his/her career.
Creating the mobility event

Enrolled foreign students will be able to access the portal and proceed to enter the application form from the appropriate mask.

The section they have to reach is "Incoming students" on the student portal home page.

From here, select the icon Application form.

Clicking on it, the mask will open and all the information can be entered.

Students must enter information regarding their mobility.

Scrolling down the page, it will be possible to input details related to your selected ISCED code, chosen programme of studies, department, study level, the name of your supervisor at the home university, language proficiency and information about your intended period of stay (semester, duration in months, expected number of credits and the beginning/end dates of your mobility).
Continuing to scroll down, you will reach the bottom of the page where you can provide information about your tutors, express your interest in participating in Italian courses, and communicate any special needs or requirements you may have.

The mandatory fields in this mask are:

1. Type of mobility
2. Country of birth
3. University of origin
4. ISCED code (only if the student has indicated that he/she wishes to undertake mobility for study purposes, otherwise it is optional)
5. Level of studies
6. Language level
7. Period of mobility (Semester)
8. Duration of the mobility
9. Expected credits
10. Planned start date
11. Planned end date

In the event that the student fails to input accurate information, the system will prevent submission by displaying a warning.
Upon completion of all required information, a summary in the form of a PDF version of the application form will be generated and displayed for your review.

After verifying the entered data, you need to click the "CONFERMA" and "INVIA" buttons.

Upon confirmation, a notification will appear, and the offices will be informed of the successful submission.
Entering learning agreement

Students will be able to select the learning agreement menu on their portal from the "Incoming students" section.

After opening the mask, students can input the information of the learning agreement.

At the top section of the interface, students will have access to a summary of their mobility details entered in the application form. Additionally, they can input the actual commencement and conclusion dates of their mobility in this section.

In the second section of the mask, students can input the exams to be undertaken in Italy (Table A) and specify the courses that align with their curriculum at the sending university (Table B). Choosing the option "New exam of the university of arrival" allows them to explore available courses within the "course catalogue" provided by the Italian university.
By entering the name of the class and then clicking on SEARCH, the results will be displayed.

In the results table, you can choose between PHYSICAL and VIRTUAL mobility. Select PHYSICAL and click on the button, to add the exam to Table A.
Clicking on button, you can delete the course.
When opting for 'New exam of the home university,' you'll be able to input details regarding the course that the student has included in their curriculum at the sending university.

The student must input information concerning the course.
The mandatory fields in this mask are:

1. Name of the course
2. Semester
3. Credits

Upon completion of all the data, click on OK and the course will be added in Table B.
After entering the mobility dates, the student can click on the "CONFIRM" button to validate the entered information. Additionally, the student has the option to save the progress at any point, allowing them to resume from a partially filled situation if needed in the future.

To successfully complete the process, ensure the following:

1. Start date of mobility
2. End date of mobility
3. Including at least one course in Table A
4. Inserting at least one course in Table B

Further checks may, of course, be carried out to verify accurate data entry, such as potential date inconsistencies, or the verification of the correct percentage of courses chosen with respect to the terms specified within the bilateral agreement associated with the mobility, etc.

In case of incorrect data entry by the student, the system will prevent submission by displaying the identified errors, ensuring that accurate and complete information is provided before proceeding.

Upon entering all mandatory information, a summary screen will be displayed, providing a simulated preview of what will appear in the PDF version of the learning agreement. This allows for a comprehensive review before final submission.

Confirm data

<table>
<thead>
<tr>
<th>Student Mobility for Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start mobility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MANNIO</td>
<td>E. STATISTICA</td>
<td>2. STATISTICA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Before the mobility

<table>
<thead>
<tr>
<th>Study Programme at the Receiving Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Table A: Before the mobility

<table>
<thead>
<tr>
<th>Component code (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Table B: Before the mobility

<table>
<thead>
<tr>
<th>Component code (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Recognition at the Receiving Institution

<table>
<thead>
<tr>
<th>Component code (Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Once the data is confirmed, the learning agreement will be sent and the offices will be notified.

From this screen, the student can also download the first proposal, and from here it is also possible to check the status of the proposal.